

MORE POWER IN YOUR POINT: *USING MICROSOFT POWERPOINT TO ENHANCE PRESENTATIONS*

Patti Singleton & Bethany
Hughes

Tech for Trainers Online Training

Session Handout and Additional Materials

Table of Contents p2

Index p26

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Table of Contents

WHAT IS A SHORTCUT?	4
WHAT ARE PICTURES?.....	6
GUIDELINES FOR USING PICTURES.	6
USE OF OBJECTS AND PICTURES	6
HOW TO ADD A PICTURE	7
COPYRIGHT NOTICE	8
COPYRIGHT NOTICE - MICROSOFT	8
VIDEO CLIPS.....	9
TYPES OF VIDEO CLIPS.....	9
ISSUES WHEN USING VIDEO CLIPS	9
HOW TO ADD A VIDEO CLIP.....	9
CUSTOM ANIMATION	10
WHAT IS IT?	10
HOW TO ADD CUSTOM ANIMATION	11
POWERPOINT THEME	11
WHAT IS A POWERPOINT THEME.....	11
FINDING POWERPOINT THEMES	11
SLIDE MASTER	12
TO ACCESS THE SLIDE MASTER	12
VIEWING THE SLIDE MASTER	13
FORMATTING THE SLIDE MASTER	13
SAVING A SLIDE MASTER AS A TEMPLATE	13
CREATING SCREENSHOTS.....	14
WHAT ARE SCREENSHOTS?	14
TO 'CAPTURE' A SCREENSHOT.....	15
CUSTOM SLIDE SHOW.....	15
WHAT IS A CUSTOM SLIDE SHOW?	15
HOW TO CREATE A CUSTOM SLIDE SHOW?	15
OPENING A CUSTOM SLIDE SHOW	16
CREATING LINKED SLIDES	16
WHAT ARE LINKED SLIDES?	16
HOW CAN I USE LINKED SLIDES?	17

HOW TO CREATE A LINK WITHIN A SLIDE?	17
OTHER LINKS	17
POWERPOINT PRINTING OPTIONS.....	19
PRINT RANGE	19
PRINT WHAT	19
IMPORTING EXTERNAL POWERPOINT SLIDES	20
WHAT IS IMPORTING EXTERNAL POWERPOINT SLIDES?	20
HOW WILL I REUSE POWERPOINT SLIDES?	20
POWERPOINT SLIDE LIBRARY	20
INTEGRATING MICROSOFT PRODUCTS	22
TO INSERT AN EXCEL WORKBOOK OBJECT	22
TO CREATE A CHART OR TABLE WITHIN POWERPOINT.....	23
PRACTICE PASTING EXCEL OBJECTS	23
PASTE OPTIONS:	23
POWERPOINT GAMES.....	25
POWERPOINT VIEWER	25
OTHER PRESENTATION SOFTWARE.....	25
SAVE OPTIONS.....	26
SAVE TO CD	26
SAVE AS PDF.....	26
DOWNLOADING ADOBE PDF TO YOUR COMPUTER.....	26
WHERE CAN I FIND INFORMATION ABOUT CITATIONS	26
COPYRIGHT RESOURCES	26
THE ART OF PRESENTING A GOOD PRESENTATION.....	27
WHAT A GOOD PRESENTATION LOOKS LIKE	27
CHOOSING THE RIGHT COLORS.....	27
INDEX	28

WHAT IS A SHORTCUT?

Shortcuts are combinations of keystrokes to quickly accomplish computer functions such as editing, inserting, opening programs and switching documents. These shortcuts can be a real time saver – if you know how to use them.

Some shortcuts are universal on a PC; they can be used in every computer program. Examples are Ctrl-c (copy) Ctrl-v (paste) Ctrl-x (cut) and Ctrl-p (print). Other shortcuts can be used in every Microsoft Office® Program. Examples are Ctrl-S (save) Ctrl-A (select all).

The following list of shortcuts can be used in Microsoft Office PowerPoint. Keep this list handy and highlight the shortcuts you may use often.

Please note: not all shortcuts will work using Mac computers. [See this article for more information.](#)

PowerPoint Shortcut Keys

Action	Key(s) ¹	Notes
Bold	Ctrl-B	
Close	Ctrl-W Ctrl-F4	
Copy	Ctrl-C	
Cut	Ctrl-X	
Find	Ctrl-F	
Italics	Ctrl-I	
Gridlines, show/ hide	Shift-F9	
Guide, show/ hide	Alt-F9	
Guide/Grid options	Ctrl-G	
Menu bar	F10	
Move to the end of the entry	End	
New (slide)	Ctrl-N	
Next window	Ctrl-F6	
Open	Ctrl-O	
Outline: Collapse	Alt-Shift –	
Outline: Demote paragraph	Alt-Shift-Right	
Outline: Expand	Alt-Shift +	
Outline: Move paragraph down	Alt-Shift-Dn	
Outline: Move paragraph up	Alt-Shift-Up	
Outline: Promote paragraph	Alt-Shift-Left	
Outline: Show All Headings	Alt-Shift-A	
Outline: Show heading level 1	Alt-Shift-1	
Paste	Ctrl-V	
Print	Ctrl-P	
Repeat Find	Shift-F4	
Repeat/Redo	Ctrl-Y	
Replace	Ctrl-H	
Save	Ctrl-S	

¹ Items with two lines of keys indicate two separate commands for the same action.

Select all	Ctrl-A	
Slide Show: Begin the slide show	F5	
Slide Show: Begin the slide show at current slide	Shift-F5	
Slide Show: Black screen show/hide	B . (Period)	
Slide Show: End	Esc	
Slide Show: Erase annotations	E	
Slide Show: Display shortcut keys	F1	
Slide Show: Go back to first slide	1 – Enter Hold both mouse keys for 2-sec	
Slide Show: Go to next hidden slide	H	
Slide Show: Hide pointer and button always	Ctrl-L	
Slide Show: Hide pointer and button temporarily	Ctrl-H	
Slide Show: Mouse pointer to arrow	Ctrl-A	
Slide Show: Mouse pointer to pen	Ctrl-P	
Slide Show: Next slide	N Enter Page Down Right Arrow Down Arrow Space Bar Mouse Click	
Slide Show: Previous slide	P Page Up Left Arrow Up Arrow Backspace	
Slide Show: Set new timings while rehearsing	T	
Slide Show: Stop/restart automatic slide show	S +	
Slide Show: Use mouse-click to advance (rehearsing)	M	
Slide Show: Use original timings (rehearsing)	O	
Slide Show: White screen show/hide	W , (comma)	
Spelling and Grammar check	F7	
Switch to the next presentation window	Ctrl-F6	
Switch to the next tab in a dialog box	Ctrl-Tab Ctrl-Page Down	
Switch to the previous presentation window	Ctrl-Shift-F6	
Switch to the previous tab in a dialog box	Ctrl-Shift-Tab Ctrl-Page Up	
Thesaurus	Shift-F7	
Turn character formatting on or off	Num /	
Underline	Ctrl-U	
Undo	Ctrl-Z	

WHAT ARE PICTURES?

WHY USE PICTURES?



Pictures can be used to emphasize a

- Cliché
- Icon
- Metaphor
- Sign
- Symbol
- Visual Pun

PRO'S AND CON'S OF PICTURES

As previously stated, pictures can be used to enhance, engage, but it can also distract.

Overuse of pictures, graphics and animation in a presentation can often distract a participant.

GUIDELINES FOR USING PICTURES.

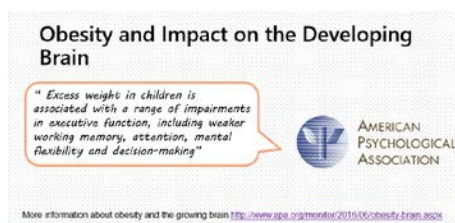
Emphasize **ideas**, not every word².

Look for new Pictures. Don't continue to use the same graphics. Inserting pictures allows you to insert from saved photos and/or doing online search.

WHAT OTHER TIPS MIGHT YOU GIVE ANOTHER TRAINER FOR USING PICTURES? (WRITE IN)

USE OF OBJECTS AND PICTURES

When you are looking to emphasis some of your text, look at inserting objects and pictures to liven up the slide. A great example is when using a quote.

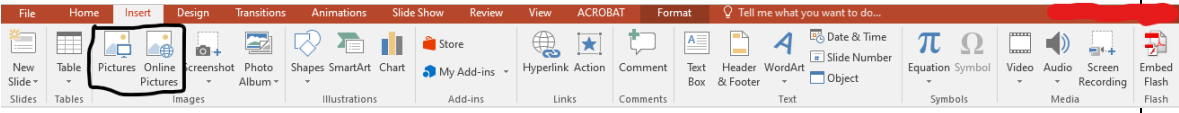


² <http://www.netnet.org/instructors/coursedev/itvcourse/graphics.htm>

HOW TO ADD A PICTURE

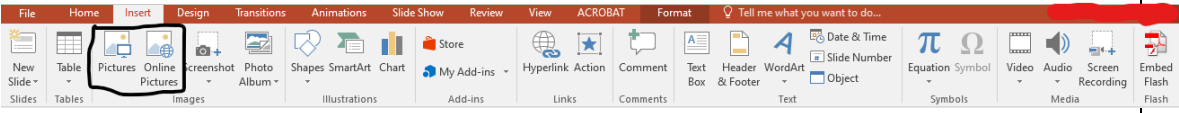
If the picture is saved to your computer:

Microsoft Office 2007+	<ol style="list-style-type: none">1) Go to the Insert ribbon2) Click on Pictures3) Select the folder the Picture is located and then click on the Picture you want to add and hit Insert
------------------------	--



If the picture is online:

Microsoft Office 2007+	<ol style="list-style-type: none">1) Go to the Insert ribbon2) Click on Online Pictures3) You can then perform a Bing Image Search to select the picture (*while following copyright rules)
------------------------	---



You can also insert a picture without using the Insert Ribbon. On the PowerPoint slide, when there is a box to insert text or other media, you can click the icon labeled for **Pictures** as shown below.

You would then select the folder in which the **picture** is located, click on the Picture you want to add, and hit **Insert**.

Next to the picture icon is one for Online Pictures and you'd follow the same directions from adding from the Insert Ribbon.

- Click to add text



COPYRIGHT NOTICE

WARNING: Copyright Laws prohibits you from using online pictures and other material without permission!

www.creativecommons.org

When using work from another author, specific citations related to the original source of that work should be provided in () or through the use of footnotes.

Online resources, such as search engines, have a way to filter image searches by usage rights. There are also some websites that provide graphics, videos, and/or pictures for use; some charge while others have some available for free.

COPYRIGHT NOTICE - MICROSOFT

Microsoft gives permission to its licensed users to use pictures and other electronic media it provides in its Office® products.

However, other sites may not give the same carte blanche permission. Check with a website's legal or privacy statement before downloading or copying. If you know you have permission to use the photo, you typically must give credit for a picture, photograph or other media. Like the tagline added to photographs published in the newspaper, make sure to cite the source of the picture, photograph or other media.

An example of the Microsoft Office Media Element usage statement (Word Help, Microsoft Office® 2007)

Although these examples do not represent an exhaustive list, you are not permitted to do any of the following with the photos, pictures, font images etc. ("Media Elements") in the Software Product:

- ↓ You may not sell, license or distribute copies of the Media Elements on a stand-alone basis or as part of any collection, product or service where the primary value of the product or service are the Media Elements.
- ↓ You may not use or distribute any of the Media Elements that include representations of identifiable individuals, governments, logos, initials, emblems, trademarks, or entities for any commercial purposes or to express or imply any endorsement or association with any product, service, entity, or activity.
- ↓ You may not create obscene or scandalous works, as defined by federal law at the time the work is created, using the Media Elements.
- ↓ You must indemnify, hold harmless, and defend Microsoft from and against any claims or lawsuits, including attorneys' fees that arise from or result from the use or distribution of Media Elements as modified by you.
- ↓ You must include a valid copyright notice on your products and services that include copies of the Media Elements.
- ↓ You may not permit third parties to distribute copies of the Media Elements except as part of your product or service.

VIDEO CLIPS

TYPES OF VIDEO CLIPS

- Saved on your computer
- Online

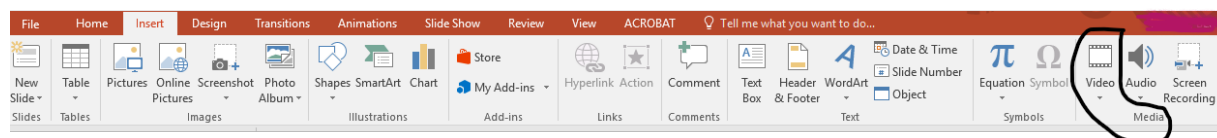
ISSUES WHEN USING VIDEO CLIPS

- Format
 - Some videos are formatted to only play in certain types of video players. If you plan to use a computer other than your own, verify that the file will be able to be played before the presentation. There are different codecs you can download to your computer to allow the play of different file types.
- Size
 - Large videos may take some time to load and play.
- Sound
 - Don't make assumptions about speakers and sound. If you plan to play a video with sound, or a sound clip, verify before the presentation that adequate speakers will be available. Laptop speakers are rarely able to project sound loud enough for even a small training room.
- Quality
 - Videos viewed on your computer screen will be vastly different than those projected on a screen. Additionally, not all LCD projectors will project at the same quality. View a few moments of a video before a presentation to ensure the quality will enhance, not distract the audience
- File location
 - Inserting a video or sound clip in a PowerPoint presentation actually only adds a link from the original file to the PowerPoint. If you save a presentation to a disc, you will need to save a copy of the video or sound file as well. Links break easily!
- Additional Notes:

HOW TO ADD A VIDEO CLIP

If the clip is saved to your computer:

1. Go to the **Insert** ribbon
2. In the Media Clips section, click on **Movie** or **Video**
3. Choose **Movie from File**

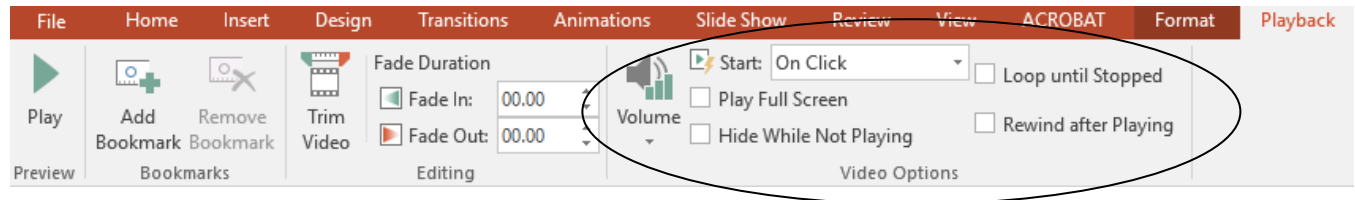


Inserting a video in PowerPoint:

https://www.youtube.com/results?search_query=insert+a+video+in+PowerPoint

VIDEO CLIP OPTIONS

After you have inserted a video clip, you can click Playback in the ribbon and it will give you various options:



GUIDELINES FOR USING VIDEO CLIPS

Don't show more than 20 minutes of video at a time. The attention span of a typical adult is about 20 minutes.³

CUSTOM ANIMATION

WHAT IS IT?

Fill in the 4 types of custom animation below:

-
-
-
-

Uses for Custom Animation

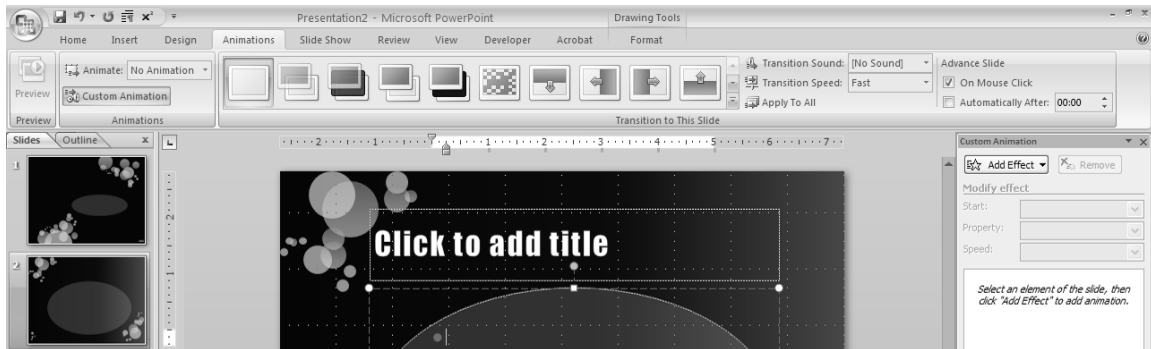
- Engage audience
- Informal assessment
- Play games

Additional Uses (write-in)

³ <http://www.netnet.org/instructors/coursedev/general.htm#rule20>

HOW TO ADD CUSTOM ANIMATION

1. Highlight the element you want to animate. If you want to animate all text, do not select any text.
2. Go to the **Animations** ribbon.
3. In the **Animations** section, choose “**Custom Animations**”
4. The Custom Animations window will appear to the right.



Once the **Custom Animations** window is on the right, you may begin adding animation to your slide. Select your text, and then in the Custom Animation window, select “Add Effect.”

POWERPOINT THEME

WHAT IS A POWERPOINT THEME

A PowerPoint theme or template specifies the:

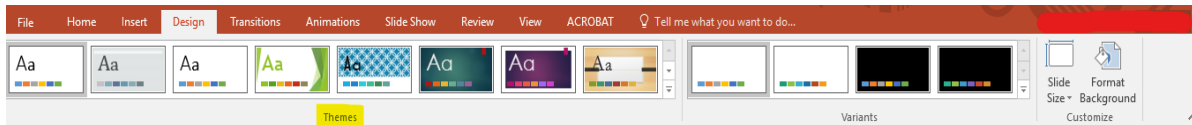
- background
- title font, size, color, position
- body font, size, color, position
- chart color, font, size
- header, footer

for each slide type. The *theme* is determined by the slide master. Microsoft Office PowerPoint has themes already installed in your version of PowerPoint.

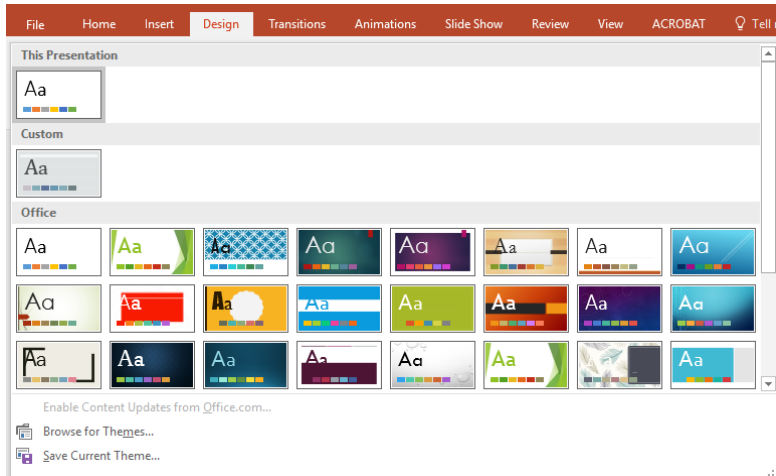
FINDING POWERPOINT THEMES

Microsoft PowerPoint (already installed)

1. Go to the **Design** ribbon.
2. Look for the **Themes** section.



Within the Theme ribbon you can hit the down arrow and also search for additional themes and/or save a theme.

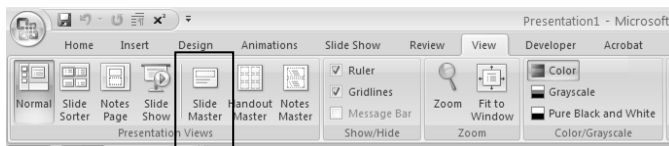


SLIDE MASTER

The slide master (or master slide) is the *blueprint* that determines the design, font, font size of the presentation. You can edit the slide master to customize your presentation.

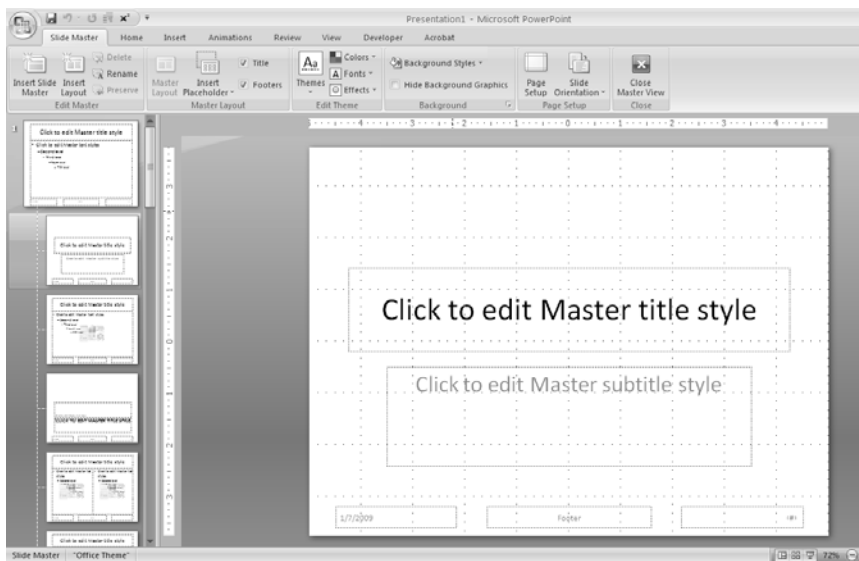
TO ACCESS THE SLIDE MASTER

View ribbon → Presentation Views → Slide Master



TIP – We recommend creating a new PowerPoint presentation; make changes to the Master Slide, then either import the existing PowerPoint presentation or apply a saved template. Information on merging/reusing slides is included in the **Importing External PP Slides** section of this document.

VIEWING THE SLIDE MASTER



FORMATTING THE SLIDE MASTER

The Crabby Lady in Microsoft Office online (yes, Microsoft has a sense of humor) says that the Slide Master is the interior decorator of PowerPoint. To view her full article on PowerPoint, go to www.office.microsoft.com and enter “Crabby Lady Demystifies PowerPoint Terms.”

Several suggested (not recommended) formatting sources:

- <http://www.functionx.com/powerpoint/Lesson13.htm>
- Google "PowerPoint Formatting"

When you have finished editing the Slide Master, click **Close Master View** to return to the presentation.

SAVING A SLIDE MASTER AS A TEMPLATE

The changes you make to the slide master can either be saved to your current presentation, or, you can save the slide master to be used again.

After you have made changes to the slide master, go to **File** → **Save** and in the *Save as type* option, choose:

Choose PowerPoint Template



You could create a custom template using the slide master for your company or organization. This will give all presentations the same, cohesive look!



CREATING SCREENSHOTS

WHAT ARE SCREENSHOTS?

- Still, digital image to be attached to a resource for illustration purposes
- Screen capture, screen dump. Image taken by the computer to record visible images to another device
www.wikipedia.org

What can you do with a screenshot? (write-in):

CAN I EDIT MY SCREENSHOT?

You may edit a screenshot by cropping and resizing.

You are not able to change the content of the screenshot without using an advanced editing program such as Adobe Photoshop or Macromedia Fireworks. Other free products are also available online, though they offer fewer functions. These include Adobe Photoshop Online (www.photoshop.com) and Snapfish (www.snapfish.com). The products and websites listed are suggestions, not recommendations.

TO 'CAPTURE' A SCREENSHOT

1. Open the window, document, program you wish to use for the screenshot
2. Hold the **ALT** key while pressing **PrintScreen** (PrtScn), which is typically located on the upper-right hand corner of your keyboard.
3. Some products allow to capture a screenshot by only clicking the **PrintScreen** key. You can try both.
4. Go to the document, program you wish to 'paste' the image
5. **Paste** using the Edit menu, or ctrl-p, or right-click then select Paste

The above instructions will work on most PC's and in all programs. Some menu's may not allow screenshots to be taken.

You can find out more information about using screenshots at www.about.com. Search for **screenshots**.

Screenshots may be edited/formatted using the **Formatting** tools in Word.

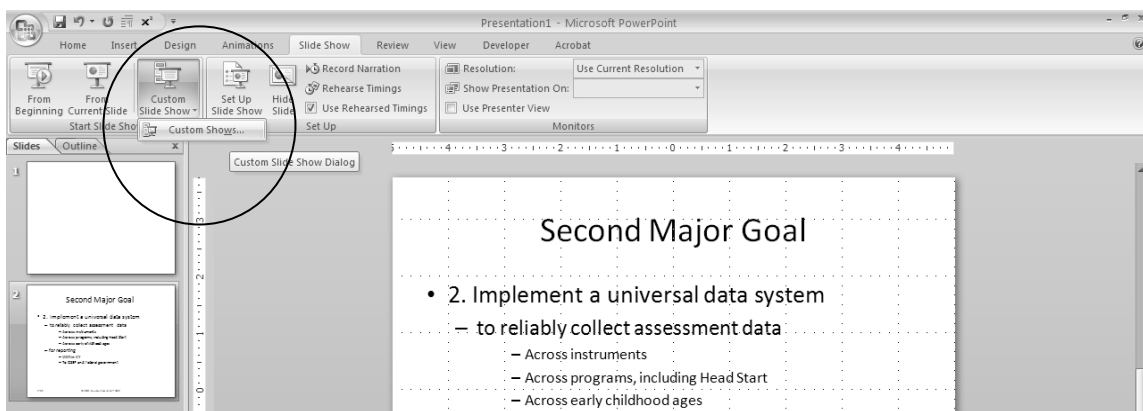
CUSTOM SLIDE SHOW

WHAT IS A CUSTOM SLIDE SHOW?

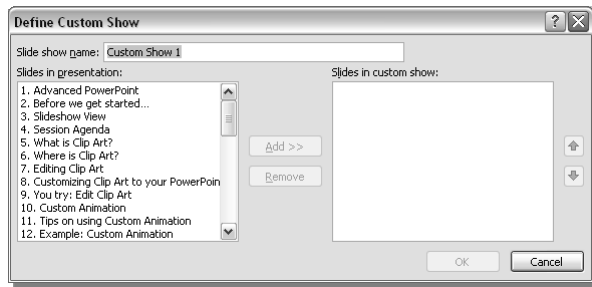
A custom slide show gives the presenter the ability to narrow the slides shown during a presentation. There are several reasons why you would create a custom slide show (write-in):

HOW TO CREATE A CUSTOM SLIDE SHOW?

1. Go to the Slide Show ribbon
2. In the Start Slide Show section, choose Custom Slide Show > Custom Shows



Once you have the **Custom show** window open,



1. Click **New** to create a new custom slide show. The **Define Custom Show** window will appear.
2. In the **Slide show name:** box, enter a name or description of the slide show.
3. Under **Slides in presentation:**, **select** the slides you wish you add to your custom slide show.
4. When you have added your slides, you may reorder the slides by selecting the **up** and **down** arrows. **Remove** slides you do not want to include in the custom slide show by selecting the slide and clicking Remove.
5. When you have finished adding your slides, click **Ok**.

OPENING A CUSTOM SLIDE SHOW

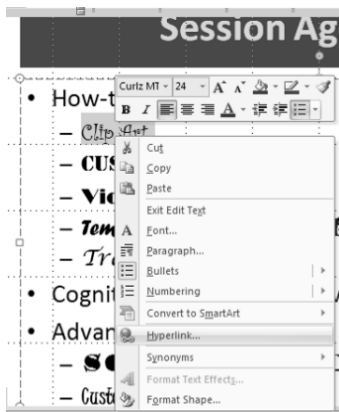
Once a custom slide show has been created, return to the **Custom Slide Show** Menu. A list of the named slide shows will display. Choose the slide show you wish to view.

TIP – you can create a link in a PowerPoint presentation to a custom slide show. Refer to the **Creating Linked Slides** portion of this document.

Additional Notes:

CREATING LINKED SLIDES

WHAT ARE LINKED SLIDES?



Similar to how a web page uses links, you can insert links within your PowerPoint presentation to move among the slides.

HOW CAN I USE LINKED SLIDES?

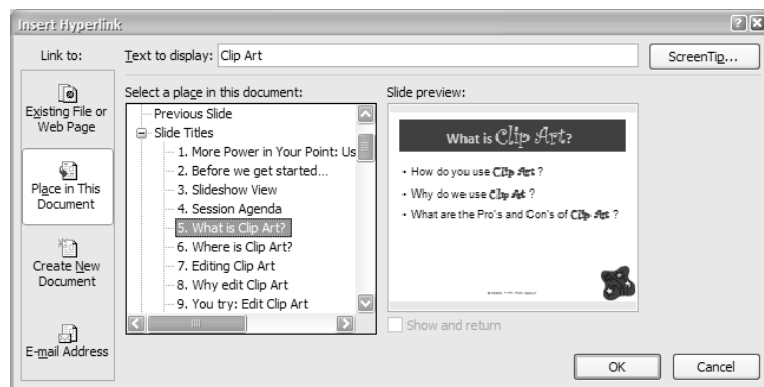
Agenda Slide

Reference

Review

Other (write in):

HOW TO CREATE A LINK WITHIN A SLIDE?



1. Enter the text you wish to display as link
2. Right click, select **Hyperlink**
3. Choose **Place in this Document**
4. Can be a slide or a custom show

How will you use linked slides? (write-in)

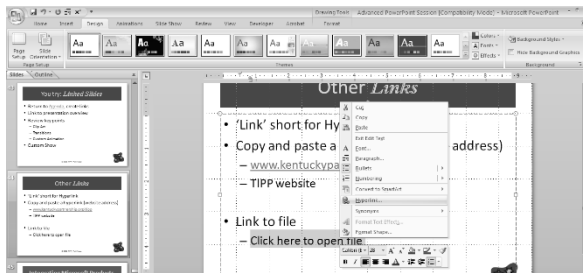
OTHER LINKS

HYPERLINK

To create a hyperlink within PowerPoint (or any other Microsoft Document) to a website:

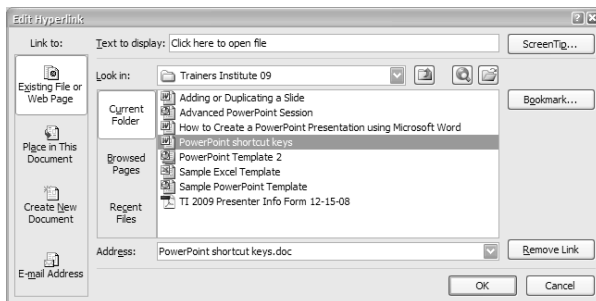
1. Copy the web address
 - Go to the address bar, which begins with http://...
 - Click once to highlight
 - With the address still highlighted, right-click and select copy or click ctrl-C
2. In the PowerPoint presentation, **Paste** the web address.
 - If the hyperlink does not turn blue – hit the space bar at the end of the address
3. Highlight the blue link. Right-click and select **Edit Hyperlink**.
4. In the Text to Display box, the web address will appear. Clear the address and enter the wording that you want to become the hyperlink text.

FILE LINK

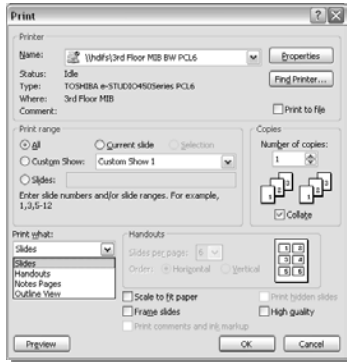


To create a link to a document on your computer or disc:

1. Enter the text you want to make the link to the document.
2. Right-click and select **Hyperlink**
3. Select **Existing File or Webpage**
4. Find the file you wish to link to. The example in the presentation is a link to the Microsoft Shortcut Keys file.



POWERPOINT PRINTING OPTIONS



PRINT RANGE

- **All – prints** all slides
- **Current slide – prints** only the active/current slide
- **Custom Show** – if custom show has been created
- **Slides** – enter the slide number(s) of the slides you wish to print

PRINT WHAT

- **Slides – prints** 1-slide per page
- **Handouts – prints** designated slide(s) per page
- **Notes Pages – prints** 1-slide per page and notes
- **Outline View – prints** continuous list of slides in outline format

Handouts

If Handouts is selected from Print What, the Handouts section will become active

Slides per page – Options are 1, 2, 3, 4, 6, 9

Order – Horizontal (right→left) or Vertical (up→down)

Scale to fit paper

If using non-traditional sized paper (legal) or if graphics run over slide

Frame Slides

Inserts a frame (border) around the slide

Print hidden slides

If you have 'hidden' any slides in the presentation, will include these in printing

High Quality

Will print a better-quality handout

More ink, more time to print

Most printers are set to print 'medium' quality

Print Comments and ink Markup

If presentation has reviewer comments, will display in printing

Print Preview

Will display a preview of selected print options

IMPORTING EXTERNAL POWERPOINT SLIDES

WHAT IS IMPORTING EXTERNAL POWERPOINT SLIDES?

Reuse and Recycle! PowerPoint has built-in features which allows you to easily import PowerPoint slides from other presentations.

What are the advantages?

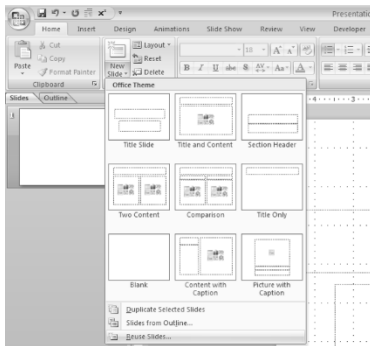
- Creating a **library** of slides
- Share with co-workers
- No more re-creating slides!
- Less work!
- What additional advantages are there (write-in):

HOW WILL I REUSE POWERPOINT SLIDES?

Name one presentation where you will reuse slides when you return to your office:

POWERPOINT SLIDE LIBRARY

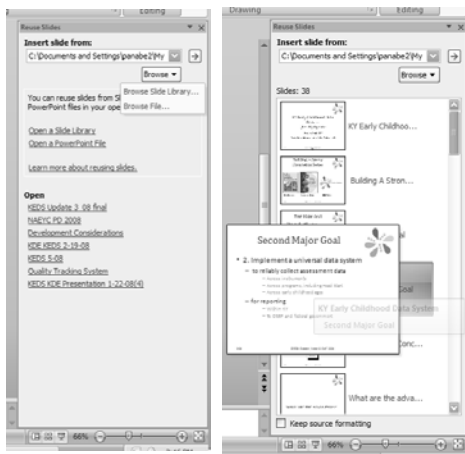
PowerPoint also has a built-in slide library – a place to store a copy of all your PowerPoint slides.



1. To save PowerPoint slides to the slide library – go to **File → Publish → Publish Slides**. You are able to select which slides you wish to save (or all of them), then specify the path for your slide library. If your office uses an internal server (e.g. SharePoint) there are additional options, allowing access to multiple users.
2. For more information on using the slide library – click on the **Help (F1)** button and enter “slide library.” In the Home ribbon, look for the Slides group.
3. Click the drop-down beside new slide and find the **Reuse Slide** option.
4. A new window will appear in the right-hand side of the screen. Here, you can browse for the file(s) you wish to import slides from.

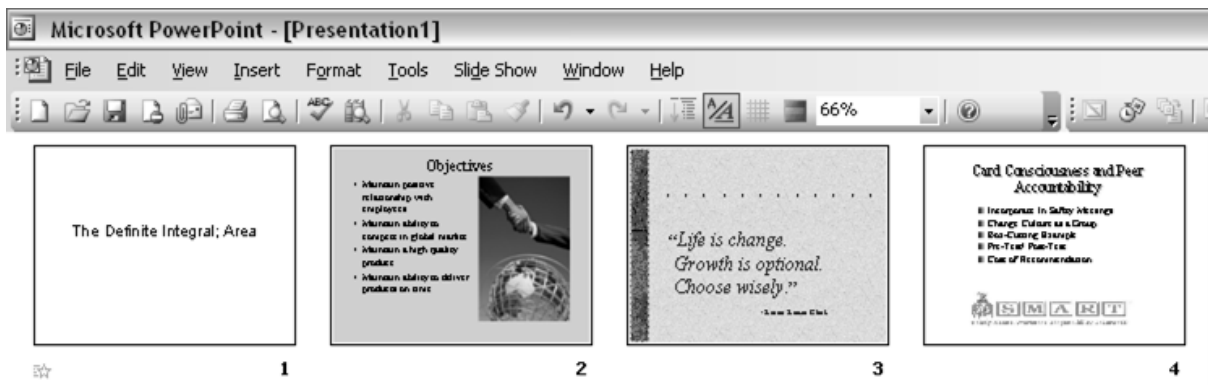
Browse is a drop-down menu that keeps a running list of your most recent PowerPoint presentations or allows you to open the Slide Library or Browse to a file.

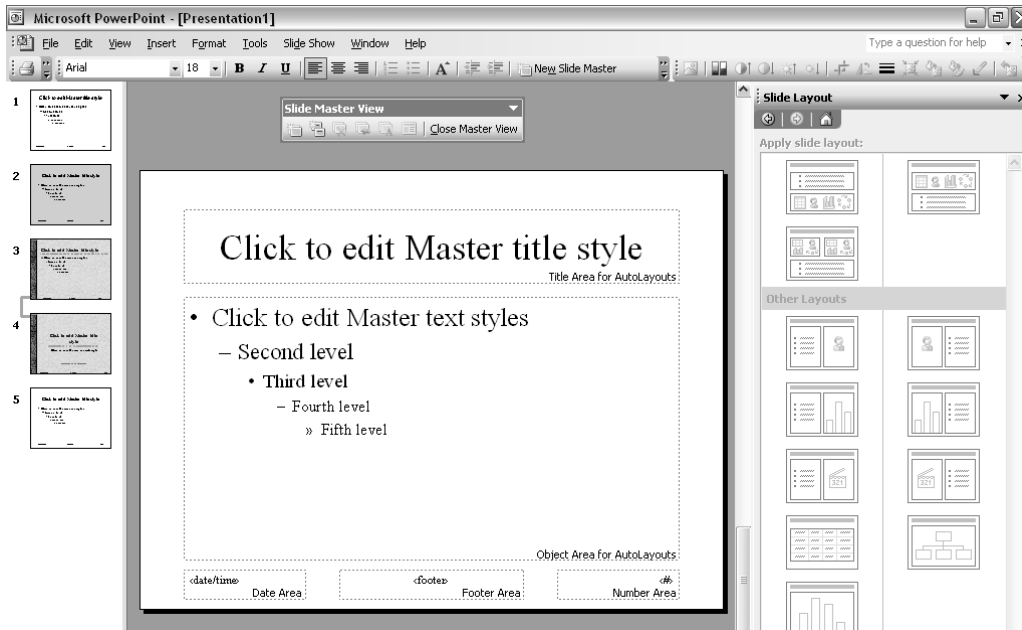
Once the **Reuse Slides** window is available on the right-hand side, you may select the slides you want to reuse, or use the select all option to import all of the slides.



SOURCE/SLIDE FORMATTING

After importing the slides, if you choose **Keep Source Formatting**, the inserted slide will keep its original formatting, including the original template. In the example below, there are three slides inserted, all with the original source formatting. You will see the template is different on all three slides.



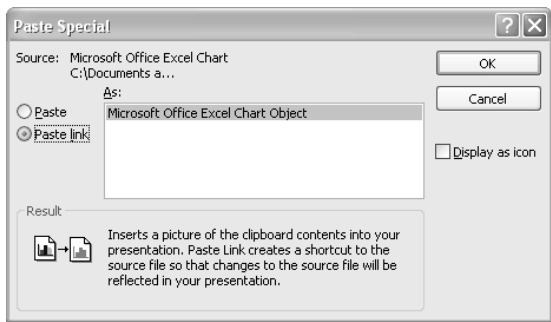
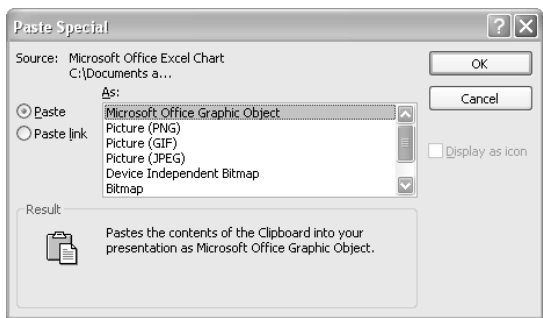


The addition of these slides has added several new Slide Masters. See a screenshot of the slide master screen below. You can see these slide masters all have different formatting.

INTEGRATING MICROSOFT PRODUCTS

All Microsoft Office products have some level of compatibility. Microsoft Word, Excel and PowerPoint are especially compatible.

TO INSERT AN EXCEL WORKBOOK OBJECT



1. Copy the Excel object (chart, table, data) you wish to paste in PowerPoint
2. Use the **Paste Special** function
3. Paste picture
4. Insert link
5. Insert Link
6. Microsoft Excel object will update if the data in your Excel changes.
7. Picture or Graphic
8. Object will be static, will *not* change if data is updated

TO CREATE A CHART OR TABLE WITHIN POWERPOINT

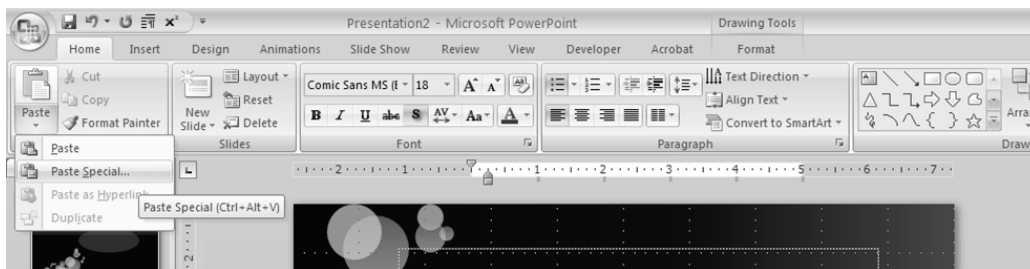
1. In PowerPoint, click on the **Insert** or ribbon (2007)
2. Select **Chart**
3. A new window, "Insert Chart" will appear.
4. Select the chart type you wish to add.
5. An Excel spreadsheet will open. Example data is provided. You are able to clear the example data, and insert the data you wish to use in your chart.
6. When you have finished adding your data, close the Excel spreadsheet (you do not have to save).
7. The chart will now display with your data. Should you need to edit the chart or the data, click on the chart. A tool tab, Chart, will become visible. You are able to access these same options by right-clicking on the chart.

PRACTICE PASTING EXCEL OBJECTS

Saved on your disk is an Excel spreadsheet named Advanced PowerPoint Excel Spreadsheet. Open this file.

1) Copy (ctrl-c) the chart in Excel

2) Return to the PowerPoint. In the Home ribbon, go to the Clipboard group, select the drop-down below Paste > Paste Special



PASTE OPTIONS:

- Link to Excel
- Paste Excel spreadsheet
- Insert as a graphic

Warning: PowerPoint is now reading data from that spreadsheet. Moving or renaming the Excel spreadsheet can cause it to break this link.

If you are storing the spreadsheet on a portable device (CD, disk), consider creating a copy onto that disk. You may break the link, right click on the chart/ table/ text and select ***Linked Workbook Object*** → **Convert** → Select *picture* option.

Additional Notes

POWERPOINT GAMES

Interactive activity embedded in presentation

Resources

www.google.com Search for PowerPoint Games

<https://www.lifewire.com/free-powerpoint-games-for-teachers-1358169>

POWERPOINT VIEWER

PowerPoint Viewer 2003

View full-featured presentations

www.microsoft.com

Search for "PowerPoint Viewer 2003"

Save file to disk to ensure you always have handy

Able to view and print PowerPoint presentations.

Not able to edit PowerPoint presentations.

Other Microsoft viewer programs available through Microsoft.com (Word, Excel).

OTHER PRESENTATION SOFTWARE

Google Docs

Free

Less features

<http://docs.google.com>

Corel Presentations

WordPerfect Suite

www.corel.com

Be aware: the standard presentation software is Microsoft PowerPoint. Should you use any product other than PowerPoint, you may have to save in a different format to access on another computer.

SAVE OPTIONS

SAVE TO CD

Create and Save PowerPoint. Find the folder where the PowerPoint is saved. Right-click, select Send To → CD. A balloon will appear that says “You have files waiting to be written to CD.” Click this balloon, and then click “Write files to CD.”

SAVE AS PDF

VIEW PRESENTATION AS PDF

Save PowerPoint as Adobe Portable Document Format (PDF).

Open PDF

Select View → Full Screen Mode

Use arrow keys to move through slides.

The PowerPoint from today’s presentation is saved as a PDF on the CD. Open and view.

DOWNLOADING ADOBE PDF TO YOUR COMPUTER

www.adobe.com/reader Look for the Download button. As of April 2009, the most recent version of Adobe reader was 9.1.

CITATIONS IN POWERPOINT

When referencing work not your own, you should include the original source.

WHERE CAN I FIND INFORMATION ABOUT CITATIONS

American Psychological Association <http://apastyle.apa.org>

Google “APA Style” for additional resources

COPYRIGHT RESOURCES

US Copyright Office www.copyright.gov

THE ART OF PRESENTING A GOOD PRESENTATION

WHAT A GOOD PRESENTATION LOOKS LIKE



Looks good projected.

Not just on your computer!

High contrast is best

Is organized.

Use bullets to organize points

Avoid using paragraphs.

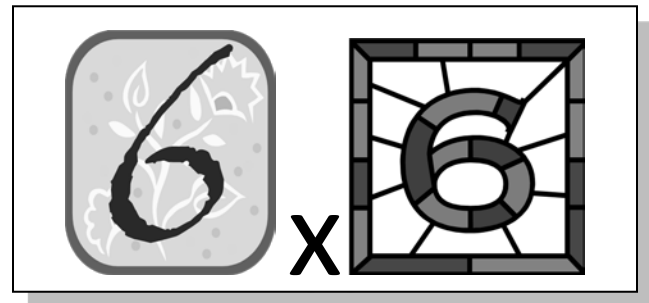
One idea per slide.

Is visual.

Don't overload with cool features!

No more than 2 text slides in a row.

Rule of "6"



OTHER VISUAL AIDS IN THE AGE OF POWERPOINT

Pictures, pictures

Graphs, charts

Cartoons

Quotations

Video

CHOOSING THE RIGHT COLORS

Use the color wheel.

Choose complimentary colors

Look for contrast

Stay away from bright colors.

INDEX

- activity, 25
- Adobe Portable Document Format, 26
- Adobe Portable Document Format (PDF), 26
- Agenda Slide, 17
- animation, 6
- APA Style, 26
-
- bullets, 27
-
- Chart, 23
- Citations, 26
- color wheel, 27
- contrast, 27
- Copyright, 8, 26
- Custom Animation, 10, 11
- custom template, 13
-
- Excel spreadsheet, 23
- Excel Spreadsheet, 23
-
- hyperlink, 17
- Hyperlink, 17
-
- Keep Source Formatting, 21
-
- library**, 20
-
- linked slides, 16, 17
- Linked Workbook Object**, 24
-
- Media Clips, 9
- Microsoft Word, 22
-
- Paste Special**, 23
- PDF, 26
- Picture, 7
- pictures, 6
- Pictures, 6
- PowerPoint Games, 25
- PowerPoint Viewer, 25
-
- Shortcut, 4
- slide library, 20
- slide master**, 11
- Slide Master, 12, 13
-
- template, 11, 12, 13, 21
- theme**, 11
-
- video clip, 9, 10
- video clips, 9
- Viewer, 25
- visual aids, 27